

**The following email was sent to board by the Managing Director on August 1<sup>st</sup>**

**Here's what's inside:**

- 1. State of the Theater**
- 2. Board Business**

## **State of the Theater**

### **Summer Camp and Summer Workshops**

We have completed our summer program with no major incidents. I cancelled three weeks of camp this summer due to lower enrollment and not enough coverage. As per usual, we had people want to sign up last minute which would have made at least one camp viable but there was no way to guarantee that would happen.

### **Completed Productions**

#### **Bring It On**

Completed and costumes and sets have been striked. Show was fairly well attended. We lost three cast members during the production due to COVID concerns. Our understudies, stepped up and filled in for the show - this included an ensemble cast member who stepped in and learned a part overnight. We lost the stage manager during tech week due to a disagreement with theater policy. Whit Williams and Dave Baker stepped in for the run of the show to help out backstage.

#### **Little Mermaid Jr**

Little Mermaid Workshop completed and their costumes and sets have been striked. Well attended. We certainly could have had more if we were able to open seating.

### **Current Production**

#### **A Chorus Line**

Audiences are good. First two shows were at capacity. First Sunday is close as of this email but not quite at capacity.

All board except Aaron have signed up to work their times or gotten someone to work for them. This makes it much easier for everyone.

### **Upcoming Productions**

#### **Anne of Green Gables**

After some complaints from some of the cast members about communication, things seem to be smoothing out. The issues about scheduling were on both sides - while Kim could have been more clear - she also has multiple people in the cast who don't consider the big picture. For example, certainly as a parent I want to be informed but when multiple people change their availability after the schedule comes out - it does the director no good to have the exact planned rehearsal without a key member of what

was planned. The cast is large and Kim working with lots of strong personalities but it's evening out.

### **Sweeney Todd**

Read through tonight. He is still looking for understudies for Sweeney, Anthony, Judge, and Pirelli. Although all of the cast actors are strong - our understudy approach ensures us against COVID or personality conflicts. So if you know anyone - reach out to Daniel Osofsky so they can audition.

### **Lend Me A Tenor**

Auditions are August 30th and 31st. It calls for 4 men and 4 women. It needs production staff and actors. This show was paid for PRECOVID because it was originally on the slate for July and will replace Sylvia.

### **Diary of Anne Frank**

C Neil Davenport will be coming on as the director. He is awaiting a spot on the schedule before he meets with the cast. He will be offering the original cast their roles and then casting based on those who cannot stay with the production. He will also come in and assist on a few regular plays so he can learn the theater. Neil is a professional writer from Atlanta who is relocating here and working remotely during COVID.

### **Schedule Changes**

#### **Sylvia**

Jack Barnard has contacted me and said he cannot do Sylvia in November due to being 80 and his inability to wear a mask. He asked to move it to 2021 so I swapped it to next November. This is a title he really wants to do and moving it isn't a problem with the production company.

#### **Dearly Beloved**

This title, while it will do wonderfully at the theater, is without a director due to military orders on Cindy's part. I am going to remove it from the schedule until we figure out someone who can do the show well and a time slot that will work.

I don't like swapping things around so much but trying to work with COVID issues and NOT cancel things outright - it's the only way to make a smooth transition.

#### **Date Changes for Anne Frank and Dearly Beloved**

I have an email out to our directors to confirm their participation and get their input about the February time slot. I will see what their responses are before I make any decisions about rescheduling.

### **COVID**

COVID policies in place - social distanced seating, masks highly recommended, hand sanitizing stations around theater, assigned seating, 50% capacity

COVID policies in place for productions - masks during non-singing, non-dancing rehearsals, no shared communal food, temperature checks upon arrival

We've had four people (from three different productions) report that they have gotten tested. They were told to stay out until they got their test results. All four were negative and returned in some capacity (one was in Bring It On and had to sit out the second weekend while waiting for results).

## **Building**

Whit is in contact with Home Depot about the carpet. It is under warranty and they've agreed to fix it. It is taking some time to get something scheduled.

## **Board Business**

### **Volunteer Positions**

Currently this is what is filled from previous votes:

Actor Liaison: Stephanie Navarro

Education Coordinator: Tricia Williams

Concessions Coordinator: Whit Williams

Training Coordinator: Tricia Williams

Every uncovered position - Tricia Williams - this needs to change. I have put this out to the volunteer pool as well and mostly gotten more front of the house - single shows offers.

### **Motions**

#### **Motion to appoint Sharmaine Grant as Raffle Coordinator**

Cindy Baker has been doing this but she is leaving soon and it would be good for them to work together so the transition can be smooth.

#### **Motion to appoint Stephanie Navarro as co Grant Coordinator with Tricia Williams**

#### **Motion to create a COVID Coordinator position**

#### **Motion to create a 501 C Coordinator position**

#### **Motion to appoint Dave Phillips the backup Actor Liaison for when Stephanie is involved in the production.**

Stephanie was originally appointed on the board in this role but it was always agreed that if she was in a show - we needed a second. Since she and I always tend to work on the same show, it can't be me. Dave volunteered and I think he's great at hearing both sides of any issue and mitigating.

#### **Motion to create a Diversity Coordinator position**

#### **Motion to offer Chera Bleau a board position**

I have not approached Chera yet but she is an invaluable community resource. However, we want to be in agreement before we offer because we do not want to ask someone if they are interested and then have the board vote it down. Chera has directed at our theater, been involved in our volunteer program and has a child that participates in our programs. She is a certified Clay County teacher with multiple community contacts.

### **Motion to offer Julie McKinney a board position**

I have not approached Julie yet but she is an invaluable community resource. However, we want to be in agreement before we offer because we do not want to ask someone if they are interested and then have the board vote it down. Julie has acted at our theater in several shows and has been involved in our volunteer program and has a child that participates in our programs. She is a certified Clay County teacher with multiple community contacts.

### **End of Motions**

I have received no other motions from the board. I know we have people doing some of the volunteer positions but again, we need to formalize the appointments in writing so if you feel you are doing it and want to continue or someone else is doing it - please make it a motion.

I will set the Zoom Meeting for Wednesday, August 5th at 8 pm. If someone wants to make a motion, please be sure to submit it prior to the Zoo meeting. If you cannot attend the ZOOM meeting, forward me any discussion points prior to the meeting and I'll read them. We will forward the ZOOM meeting to everyone and votes are due by August 10th.

### **Previous Motion Status**

Not having enough responses about the additional space, the motion would have failed. Our landlord, however, rented the space to Dance 4 Life while we were voting so it became a moot point.

### **Board Pictures**

**I still need headshots from the following people:**

**Stephanie**

**Anthony**

**Sharmaine**

**Whit**

**Cindy**

**Dave**

**Jill**

If you need someone to take one, Nick will - just let us know. His phone is pretty advanced and he understands composition. I would like to get the website updated with the board by September but I don't want to just post two pictures.

In case you can't find the original list (it took me awhile to find the email with it in there), we are still looking for people to take these positions. Even if they have been handling it, we need to make it official in the minutes.

Board Only:

Secretary

Board or Volunteer

**Volunteer Coordinator**

Schedule Volunteers for shows

Maintain a Volunteer Database

Send out a volunteer email once a month to recruit volunteers for short term and long term jobs including: show staffing, actors, front of house, builds, cleanup days, special events

Forward show staffing volunteers to Tricia for approval

**Grants**

Write Grants

Research future grants

**Raffle**

Collect Raffle Prizes per show

Make sure raffle prizes are onsite prior to show so they don't have to come in for each show necessarily

Coordinate with Volunteer Coordinator to make sure raffle is covered for the show

**Box Office**

Create Seating Chart (during COVID)

Create Ticket List

Maintain Season Ticket Holder and Donor database, redeemed tickets and send out monthly emails

Coordinate with Volunteer coordinator to make sure box office is covered for show

**Actor Liaison**

If not involved in show, the point person for actors to go to with problems.

If involved in show, appoint a person not involved in show as a go to person for problems

**Stage Manager Liaison**

If not involved in show, the point person for production staff to go to ensure Stage Manager is following the procedures in The Island Way and orient new Stage Managers.

If involved in show, appoint a person not involved in show as a go to person to make sure the Stage Manager is following The Island Way

**Advertising**

Design and Create show promotional material  
Coordinate TV and paid advertising  
Coordinate The Island Show  
Create and send out newsletter  
Create and distribute show advertising material  
Update Website weekly

**Building Liaison**

Keep building supplies up to date  
Schedule with volunteer coordinator dates for building clean up  
Report to board needs  
Maintain grounds  
Coordinate with Village Square Fortress lease issues

**Costume and Props Coordinator**

Inventory Costumes and Props  
Assist directors with costumes and prop collection  
Return costumes and props to sources

**Set Coordinator**

Assist director with set needs  
  
Positions pending board approval

**COVID Coordinator**

Keep up to date on COVID policies  
Ensure COVID precautions are happening at the theater

**501C Coordinator**

Maintain paperwork and standing for 501C  
Apply checklists to make sure in compliance

**Diversity Coordinator**

Assess diversity needs and recommend to board actions  
Conduct approved diversity training  
Create a board approved recruitment program

**Discussion was conducted on Aug 5<sup>th</sup> at 8 pm on above motions and following motions were added:**

Motion to have treasurer present a monthly financial statement with state of theater report by the first of each month.

Motion to create a historian position for the theater with Cindy Baker as Historian

**Motions to be voted on August 10th**

Motion to appoint Sharmaine Grant as raffle coordinator

Motion to appoint Stephanie Navarro as co grant coordinator with Tricia Williams

Motion to create a COVID coordinator position

Motion to create a 501 C Coordinator position

Motion to appoint Dave Phillips the backup Actor Liaison for when Stephanie is involved in the production.

Motion to create a Diversity Coordinator position

Motion to offer Chera Bleau a board position

Motion to offer Julie McKinney a board position

Motion to have treasurer present a monthly financial statement with state of theater report by the first of each month.

Motion to create a historian position for the theater with Cindy Baker as Historian